

**BY ORDER OF THE 6TH  
AIR MOBILITY WING COMMANDER**



**AIR FORCE MANUAL 23-110 VOLUME 2 ,  
PART 2, CHAPTER 14**

**MACDILL AIR FORCE BASE  
Supplement 1**

**4 MARCH 2002**

**Supply**

**STORAGE AND RELATED OPERATIONS**

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**AFMAN 23-110, Vol 2, Part 2, Chapter 14, 29 August 2000, is supplemented as follows:**

**SUMMARY OF REVISIONS**

Added procedures for requesting courtesy storage in Supply facilities (para **14.2.2.1. (Added)**); deleted paragraphs 14.9.1.; 14.23.2., 14.23.2.1., and 14.29.; deleted last paragraph of **14.35.1.**; deleted paragraphs 14.39.1.2., **14.40.4.2.**, 14.41.2., 14.41.3.1., 14.42.1., 14.51.1.1., and 14.41.1.1. (NOTE). A bar ( | ) indicates a change since the last edition.

14.2.2.1. (Added) Organizations requesting courtesy storage in Supply facilities must submit a request in writing, signed by their organization commander/deputy commander. Forward the letter to the Procedures Section (LGSPP) for coordination. The following information is required:

Courtesy Storage (Temporary Storage) is defined as storage of property by an authorized organization assigned or attached to MacDill Air Force Base. Storage of property must be static, meaning there should be no movement of the property in an ongoing work environment, i.e., operating a maintenance bench stock is not static storage.

Point of Contact (Name, Telephone number)

Description of assets and quantity to be stored

Length of time storage is needed

Reason storage of assets is required

LGSP will forward the request to the Chief of Supply for approval. The Chief of Supply will forward the request to the 6th Logistics Group commander for approval of any request over 120 days or for significant space requirements. A signed copy of the letter will be returned to the requesting commander. Combat Operations Support Flight will maintain approved letters on file for the duration of the storage. If courtesy storage is to be extended, the organization must submit another letter, signed by their commander requesting the extension.

Storage and Issue Section will create a placard containing point of contact, date storage began, and expiration date, and attach to the property/location.

14.6.2. The Storage and Issue Section (LGSDS) will maintain a file of receiving and adjustment documents for 60 days. The receiving and adjustment documents will be filed in separate files in date sequence.

14.9.2. FCSs will be processed using SATS.

14.13.1.6. All warehouse supervisors must use a warehouse refusal checklist to ensure all required research is performed. A standardized checklist is available from Document Control/Inventory Section.

14.17.4. A health hazard approval listing will not be used. The AFEMIS database will be used to determine what hazardous material the shops are authorized.

14.28.3. The Repair Cycle Support Element will assign NPPC 4 to items that require TCTO action.

14.35.1. A central file of DD Forms 1348-6 is maintained in supply, Customer Service Section (LGSP).

14.40.4.2. (NOTE) The War Readiness Section (LGSCAW) will manage their own functional check assets.

14.40.7. DD Form 1576 or 1576-1 will be used to identify items requiring in-stock functional checks.

14.43.2. The processing of critical (condemned waived) assets will be processed by the RCSE.

14.48.5. Upon receipt of a 343 reject or after turn-in of reparable/condemned industrial plant equipment (IPE), the Receiving Section will initiate the DD Form 1342, complete all blocks, and forward the completed form to Defense Supply Center Richmond - S9G (DSCR).

14.68.3. ERRC XD/XF FOB assets will be delivered to RCSE. All other FOB property will be delivered to the Receiving Section for research and processing.

14.69. Authorized Air Force supply inspectors, receiving clerks or incheckers, and warehouse personnel will use written signatures in lieu of standard, serially numbered stamps.

14.71. Stamps will not be used in lieu of signatures for supply personnel.

14.72. Storage and Issue personnel will use written signatures in lieu of standard, serially numbered stamps.

MARK J. MEYERS, Colonel, USAF  
Commander, 6th Logistics Group